

OFFICE OF SECURITY WEEKLY STAFF MEETING

Room 4E 64

16 January 1975

1. Presidential Commission

a. Mr. Kane noted that a great deal of work has been done in preparation for the Commission which will review CIA's involvement in domestic activity. He expressed his thanks for the efforts put forth on this monumental task. Although much information desired was not indexed the gathering of this information was still accomplished quickly. He added that the Office of Security contribution has been excellent. Mr. Kane indicated that the DCI was very appreciative of the efforts of all involved.

b. The statements which were prepared for the President's Commission and for Congress were essentially the same. Mr. Colby has already had sessions with both the Commission and the Congress and will be appearing on the Hill again this week and next in connection with the domestic activity situation.

c. A result of the Commission study, according to Mr. Kane, could be new legislation which would be beneficial to CIA and the Office of Security because it will further clarify authority and jurisdiction.

STAT d. [ ] advised that some contributions to the statements prepared for the Commission and Congress were accepted by the DCI with almost no changes.

STAT e. [ ] indicated that early identification by Office of Security personnel, of problem areas served well later to allow this Office to react quickly and to help change the statements from a defensive to a more positive posture.

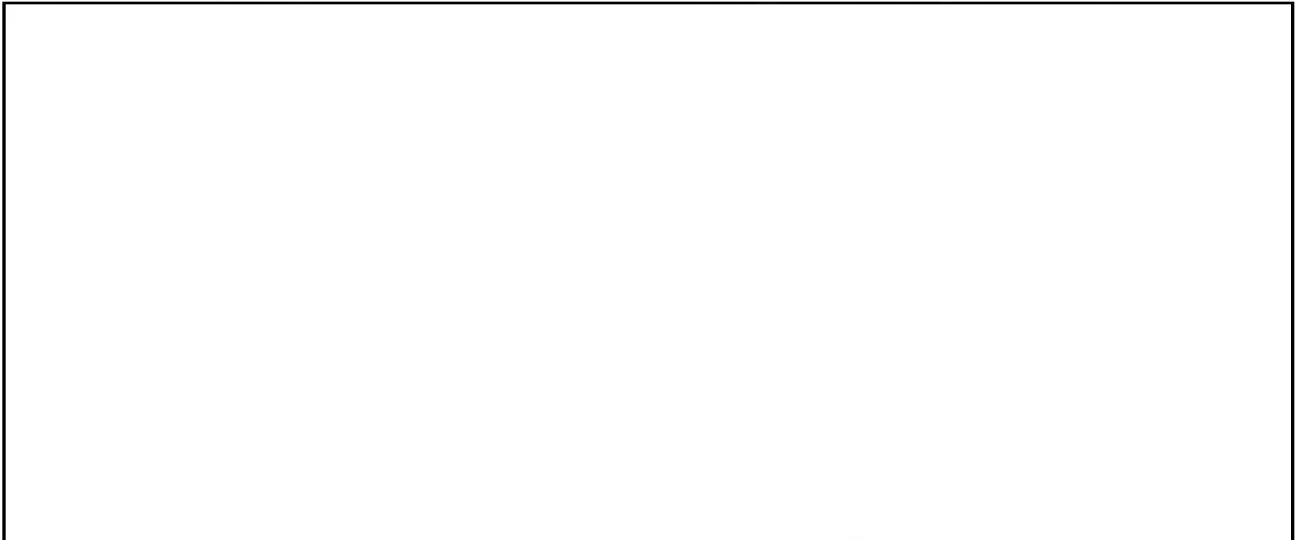
2. W-2 Forms and Credit Union Statements

The W-2 Forms for Office of Security employees will be issued 17 January 1975 and the Credit Union Statements necessary for completing income tax computation will be issued in the near future.

3. Possible Extension of Time for Retirement

The Office of Personnel is considering an extension of time for retirement to 30 June 1975 for those individuals who would qualify under discontinued service in a surplus situation. Mr. Kane indicated these individuals planning to retire by 30 June 1975 should make their plans known right away to assist the Office in future planning.

4. Reassignments



5. Area Security Officer Meeting

[redacted] announced that the 21 January Area Security Officer meeting will highlight "declassification" and the Freedom of Information Act. Anyone wishing to audit these lectures should contact [redacted]

6. Freedom of Information Act Activity

[redacted] indicated that several FOI requests had been received in the Office during the past week. Handling of these requests takes precedence over normal Office activities and correspondence relating to them is to be hand carried to save time. The Policy and Plans Group has been designated as the focal point for handling all Office of Security FOI requests. Any cases received by other Office components are to be brought to the Policy and Plans Group immediately upon receipt and before any action is taken. Our Security files are not exempted in blanket fashion from FOI Act provisions, although some information contained in our files is not releaseable.

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Approved For Release 2005/12/23 : CIA-RDP83-01042R000300010032-4

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Approved For Release 2005/12/23 : CIA-RDP83-01042R000300010032-4